



Manager/Senior Manager, Contracts & Legal Operations

Akouos is building the leading gene therapy company focused on hearing disorders. Our objectives are to **restore** the inner ear's ability to produce functional proteins required for hearing, **rejuvenate** structures of the hearing circuit critical for high-fidelity signal transduction and inner ear homeostasis, and **reinforce** healthy hearing with local, enduring protein production to protect against drug-, noise-, and age-associated ototoxicity.

Ensuring delivery to the right cells, in the right amounts, and at the right time is central to our ability to restore and preserve hearing. Recombinant adeno-associated viruses (AAVs) can be harnessed as powerful vectors that are capable of safely and efficiently delivering therapeutic nucleic acids to the nuclei of target cells. Akouos's initial focus is on delivery of adeno-associated viral (AAV) gene therapies to treat hearing loss in genetically-defined patient populations. Together, we can contribute to our mission to make healthy hearing available to all.

We are seeking an experienced Contracts/Legal Operations Manager who enjoys continuous learning in an exciting and fast-paced environment to join Akouos' Legal Team. This position will report to Akouos' General Counsel & Corporate Secretary. This exciting and challenging role will include managing the contracting process for the company as well as assisting with a wide variety of other matters such as intellectual property, corporate governance, and compliance.

Responsibilities:

- Prepare and negotiate agreements (confidentiality agreements, master services agreements, material transfer agreements, sponsored research agreements, consulting agreements, statements of work, and clinical trial global templates and agreements and other bio/pharma related contracts)
- Manage contracts process including intake, review, signature, database storage and contract lifecycle management processes
- Participate in cross-functional meetings to understand and manage contractual needs to effectively support priorities for Akouos' Research, Medical, Clinical Development, Regulatory, Human Resources, Corporate Development, IT, Manufacturing, and Quality teams
- Provide training regarding contracts process, policies and procedures as needed

- Collaborate with General Counsel, and external counsel as needed, on continuous improvement for contracting processes, internal training, Akouos contracting standards, and legal department operations
- Collaborate with General Counsel, and external counsel as needed, to monitor IP deadlines and assist with other IP matters
- Work with the General Counsel and Finance to prepare and monitor the Legal Team budget
- Support the General Counsel in continuous evaluation and optimization of outside counsel and other legal vendor expenses
- In collaboration with General Counsel and external corporate counsel, assist with meeting and document management for board and committee meetings
- Undertake other legal and compliance projects and research as needed

Qualifications:

- Minimum of 5 years of relevant experience either in-house at a life sciences company or at a law firm working with life sciences companies
- Associate's or bachelor's degree (Paralegal Certificate a plus)
- Experience in the Healthcare, Biotechnology, Pharmaceutical, and/or Life Sciences industry
- Team player with demonstrated ability to interact and communicate effectively with individuals from multiple departments at all levels of the organization, including external vendors and collaborators, and with cross-functional teams
- Excellent verbal, communication, and document drafting and proofreading skills, with high attention to detail
- Excellent organizational capabilities demonstrated through an ability to handle different projects and priorities simultaneously
- Ability to work independently to manage timing and action plans for completing projects and priorities
- Experience drafting, negotiating, and reviewing a wide variety of contracts
- Strong computer skills in database management and document preparation (Word, PowerPoint, Excel) required
- Willingness to lead change, learn new things, and grow in the role
- Ability to operate in a fast-paced, deadline-driven and high-volume environment

Qualified applicants should submit their resume to careers@akouos.com.

Akouos is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, sex, gender identity or expression, age, religion, national origin, ancestry, ethnicity, disability, veteran status, genetic information, sexual orientation, marital status, or any characteristic protected under applicable law.